

~~CONFIDENTIAL~~  
Report for Week Ending 19 June 1957  
from  
FORMS MANAGEMENT BRANCH

1. Contributions:

a. Tangible

(1) Completed 18 actions requiring the printing of 137,000 copies or sets of forms. This represents a decrease of 33 actions involving 203,200 copies compared to last week.

(2) Three new and two revised forms were approved.

b. Intangible

(1) The final report and recommendations of the Document Security Indications Group was adopted by the Intelligence Advisory Committee's Ad-Hoc Sub-Committee on Information Processing 17 June 1957. AHIP then discharged the Working Group. The ultimate adoption of WGDSI's recommendations by the IAC agencies will result in: greater consistency in document marking, improved security practices, fewer compromises, and greater economy in marking classifications and control stamps.

2. Assignments

a. Active

(1) Two Employee Suggestions are pending

(2) Twelve new and ten revised forms are pending.

(3) Pencil draft of the pending revision of Form No. 30 is nearing completion.

3. News

The following attended the last IRAC meeting at the National Archives:

25X1

[redacted]

25X1

[redacted]

attended the Suggestion Awards Program lecture given by

25X1

I attended a special meeting of the Suggestion Awards Committee 17 June. [redacted] /RQM/DDP and I briefed the committee on the three suggestions affecting TD Reports. The Committee later voted 4-2 to make cash awards in excess of \$11,000.00 to the four concerned employees. The committee also decided to refer a memo from [redacted], concerning the contributions of 8 officers who installed the TD system, to the Honor Awards Board for action. We will probably have to meet with that board and Mr. Helms, DD/P before the case is closed.

[redacted] returned on Monday of this week after completing the two weeks full time Records Management Institute course conducted by American University at National Archives.

25X1

[redacted]

25X1

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RECORDS DISPOSITION BRANCH

Contributions:

Project 6-40, Office of Central Reference

25X1

The records control schedule has been forwarded to the AD/OCR for implementation. This completes the project except for securing legal authority for destruction of certain file items. Project is 99% complete.

Assignments:

✓ Project 6-81, Office of Logistics

25X1

No change from previous report. Project is 99% complete.

✓ Project 6-95, Office of Personnel

25X1

25X1  The Audit of the Records Management Program will be resumed today.  Chief, Casualty Affairs Branch, Benefits and Casualty Division, has been approached concerning the disposition of Compensation Claims Files on Agency personnel now in custody of the Bureau of Employees Compensation.

Project 6-90, Commercial Staff

25X1

No change from previous report. Project is 50% complete.

✓ Project 6-97, Suggestions Awards Staff

25X1

The development of a subject file for the Suggestion Index File is continuing. A visit was made to the Civil Service Commission to study the methods of the Government-wide awards program and the Commission's internal awards program.

✓ Project 6-98, Office of the Comptroller

25X1

No change from previous report. The ARO expects shortly to forward to Records Management Staff a report on the total volume of records maintained by that Office.

News

25X1  are now attending the American University Institute in the Preservation and Administration of Archives. The course will continue through July 12.

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NEWS (continued)

25X1 Met with [ ] of IR/OCR to discuss proposed reduction of the Industrial Card File. Action is now being taken to start transferring all material processed prior to 31 December 1952, to the Records Center.

25X1 Discussed location of the experimental comminuting machine at [ ] with representatives of Real Estate and Construction Division and Building Planning Staff. It was agreed that the most desirable site would be adjacent to the Records Center where the machine could be loaded from the top on a level with the present roadway.



25X1